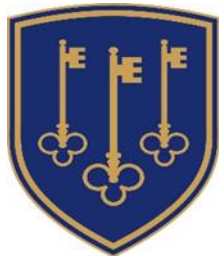




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**MELBOURN**  
VILLAGE COLLEGE

The Moor  
Melbourn  
Royston  
SG8 6EF

## Job Application Pack

# Pastoral Support Officer

School: Melbourn Village College

Starting salary: Full time salary: £25,419-  
£27,514

Actual pro rata salary: £21,087- £22,826

Contract: Permanent, Full Time

Start date: October 2022

Application closing date: Tuesday 4<sup>th</sup>  
October 2022

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### Welcome from the CEO

We are delighted you are interested in joining one of the Academies in our Trust.

The Cam Academy Trust is a community of schools in and near South Cambridgeshire and Huntingdon which offers 'Excellence for All' students from aged 3 to 18 in 11 schools incorporating pre-school, primary phase, secondary and sixth forms.

School years are a critical period of all our lives as we develop the skills, knowledge and behaviours needed to become successful members of our communities. We want all young people proceeding through all our schools to become capable, caring and confident.

All within The Cam Academy Trust are committed to giving all our pupils the very best grounding that we can through exceptional teaching and learning and outstanding pastoral support.

Each of our academies has its own Principal or Headteacher who works with their own team of high-quality staff and these staff also work with each other to share best practice to ensure our pupils are well educated and well cared for.

Our over-arching purpose is simple: we want to secure educational excellence for all with our Academies working at the heart of and serving their local communities.

A handwritten signature in black ink that reads "S. Munday". The signature is written in a cursive, slightly slanted style.

Stephen Munday CBE

## About our Trust

The Cam Academy Trust, originally The Comberton Academy Trust, was formed in 2011 to oversee the conversion of Comberton Village College to academy status in the first instance. With growing emphasis on academies working together in formal partnerships, the Trust quickly changed to become a multi-academy trust so that more schools could join and work closely with us.

As this partnership developed it was only right that the name changed with it as further schools/academies joined, including from the primary as well as secondary phase of education. The Comberton Academy Trust was renamed 'The Cam Academy Trust' – a clear statement that the Trust is greater than the sum of its parts.

The Trust currently comprises seven primary phase schools and four secondary schools, two with Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2023.

Our Primary phase schools are: Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Cambourne, Offord Primary School, Offord D'Arcy, Hartford Infant and Pre-School, Hartford Junior School and Thongsley Fields Primary and Nursery School, Huntingdon. Bourn Primary Academy joined as the first Associate Member in 2021.

Our Secondary schools are: Comberton Village College (and Comberton Sixth Form), Cambourne Village College, Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

The Trust strives for 'Excellence for All' and at the heart of this are six core principles which drive everything it does.

These are:

The Excellence Principle – Education must be of the very highest standard

The Comprehensive Principle – Education must be for all kinds and abilities

The Broad Education Principle – Education must incorporate a broad range of subject areas and personal development

The Community Principle – Every Academy must be at the heart of its local community and serve it well

The Partnership Principle – Each Academy must seek to work positively in partnership with others for mutual benefit

The International Principle – The curriculum inside and outside the classroom must have a clear international dimension.

## Benefits

We offer the following benefits, designed to promote your wellbeing and make your time with The Cam Academy Trust satisfying and rewarding.

### Core benefits

- Holiday – Up to 30 days' paid holiday a year plus bank holidays for full time non-teaching staff (statutory leave for teaching staff)
- Paid leave – enhanced sick pay, maternity pay and adoption leave pay (linked to service) and paid leave for unforeseen personal situations
- Pension – a generous defined benefit pension with the Local Government Pension Scheme or Teachers' Pension Scheme
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme)

### Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work-related issues, as well as problems affecting your home life
- Wellbeing groups – arrangements may differ from school to school (secondary school staff)
- Environment – good working environment with excellent facilities (facilities may differ from school to school)

### Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff

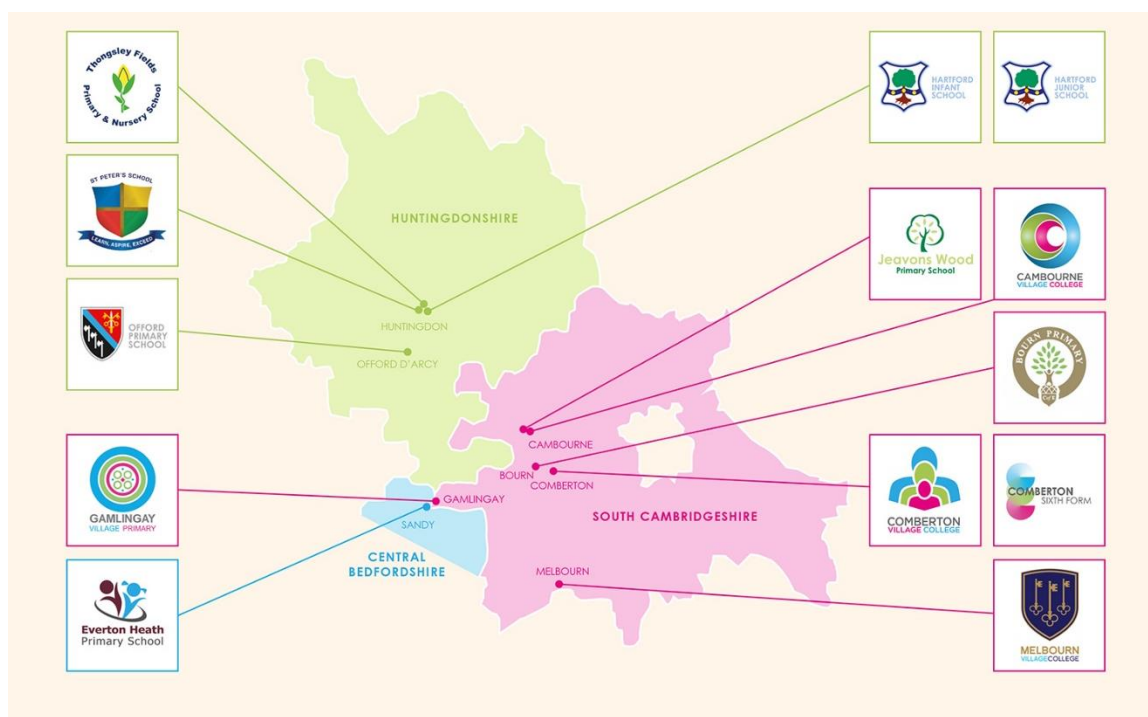
### Employee discounts

- Car parking – free and on-site
- Hot drinks – tea & coffee making facilities provided for all staff
- Cycle-to-work scheme – save £££ on a new bike and accessories
- Subsidised membership to the [Chartered College of Teaching](#) (teaching staff)

### Work-life balance

- Flexible working – all staff can make a request to work flexibly
- Teacher cover - We have Cover Supervisors reducing the amount of cover required by teachers and PPA periods are on timetables and not used for cover purposes (school teaching staff)

## Our Schools



### Comberton Village College & Comberton Sixth Form



Comberton Village College is a thriving community of approximately 1800 students, including 500 in the Sixth Form which was added to the school in 2011.

It was established in 1960 as part of Henry Morris' vision for schools being village colleges at the heart of their community and not just places for children to learn. It has a vibrant Adult Education department as well as an on-site Sports and Arts Centre, including a full-size artificial football pitch and spacious performance hall. Current improvements to the much-extended site include the installation of a £multi-million ground-source heat pump to move away from the use of oil.

### Cambourne Village College

Cambourne Village College opened as a Free School in 2013 as the first new village college in Cambridgeshire for 30 years. It serves the community of Cambourne, a group of villages located between Cambridge and St Neots.

It has been repeatedly grown since its inception and now has plans for further expansion to include a sixth form from 2023 and further capacity to match growing demand for families moving into Cambourne West, the fourth of the villages it serves. It, too, offers extensive arts and sports facilities for community use.

It was the first school in the Trust to equip its students with iPads, an initiative now being rolled out across the Trust.



## Melbourn Village College



**MELBOURN**  
VILLAGE COLLEGE

Melbourn Village College is the smallest and oldest of the village colleges in the CAT community. With around 600 students in Years 7-11, it still offers an innovative curriculum with Mandarin taught to all from Year 7 with the option to take the language at GCSE level and, recently, at A Level in conjunction with Comberton Sixth Form.

Melbourn is undergoing considerable investment and improvement with a new artificial pitch that opened in late 2021 and work due to start on upgrading classrooms in summer 2022.

## St Peter's School, Huntingdon

St Peter's School is located in the heart of Huntingdon and offers a nurturing and supportive environment for around 1200 students from a diverse multi-cultural catchment.

The school joined the Trust in 2016 and has undergone significant change with Ofsted now rating it as a 'Good' school. There has also been major investment in its buildings and infrastructure with a complete refurbishment of the Sixth Form and more work scheduled for Summer 2022.



## Everton Heath Primary School



**Everton Heath**  
Primary School

Located just over the Bedfordshire border, Everton Heath is the smallest school in the Trust with just over 70 students. However, the installation of two new classrooms in 2021 has given it capacity to grow.

It has joined forces with larger neighbours, Gamlingay Village Primary (less than two miles away) and the second smallest Trust school, Offord Primary, in a new collaborative West Village Partnership. It is a catchment school for Comberton Village College.

Everton Heath Primary School is part of the newly formed West Village Partnership.

## Gamlingay Village Primary

Established as a full primary school by the Trust in 2018 from Gamlingay First School, it was relocated to the former middle school site following a major upgrade to the existing buildings.

It is now a thriving school for more than 380 pupils and includes specialist primary provision for students on the autistic spectrum, many of whom go on to Comberton Village College's similar secondary offering as Comberton is the school's designated 11-16 provider.



Gamlingay Village Primary School is part of the newly formed West Village Partnership.

### Hartford Infant and Preschool



Renamed in early 2022 to reflect the addition of a bespoke preschool, the team are proud of their caring, secure and purposeful environment to nurture youngsters at the start of their educational journey.

The school shares a site with the Junior School in a suburb of Huntingdon and most pupils make the natural transition across the playground before going on to St Peter's, allowing them the full educational experience within the Trust.

### Hartford Junior School

Hartford Junior School has two-form entry at the start of Key Stage 2 with the majority switching from the Infant School next door.

Rated 'Good' at their first inspection since joining the Trust in 2017, they are proud of their progress in recent years, based on their ethos of 'effort, encouragement and excellence'.



### Jeavons Wood Primary School, Cambourne



Jeavons Wood is one of four primary schools located in the growing South Cambridgeshire community of Cambourne and is a feeder school for Cambourne Village College.

It has more than 400 pupils in a modern, airy building constructed 10 years ago and works unswervingly to support all their pupils both socially and academically.

### Offord Primary School

The newest full members of the Trust, Offord joined in 2019 and undergone significant changes with a new headteacher and the recent collaborative partnership with Gamlingay and Everton Heath.



They are the first primary school in the Trust to obtain enough iPads for every pupil after securing a generous donation from a local charity which supports education in Offord D'Arcy and Offord Cluny.

Offord Primary School is part of the newly formed West Village Partnership.



## Thongsley Fields Primary & Nursery School, Huntingdon

Thongsley Fields Primary & Nursery School was created in 2003 from separate junior and infant schools built to serve families on the Oxmoor estate in Huntingdon. They joined the Trust in 2018 and with a new headteacher are developing grand plans for their curriculum., their grounds and the provision and support for pupils and their families.

Like Hartford Junior School, they are a partner primary for St Peter's School with whom they share a Governing Body.

## Bourn Primary Academy

Bourn Primary Academy, a single form entry Church of England school, became the Trust's first associate members in September 2021, cementing an already close relationship with both Comberton and Cambourne Village Colleges, which it lies between.

All the Trust's services are available to Bourn, which is in the Comberton catchment, and they now work closely with all the other schools and staff across the Trust, sharing experiences and best practice.



## Safeguarding Children and Young People

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and other relevant pre-employment checks.



## The Vacancy

### Pastoral Support Officer at Melbourn Village College

Melbourn Village College, as part of the Cam Academy Trust, is seeking to appoint a Pastoral Support Officer. We require an adaptable, enthusiastic and innovative person with good communication skills who can work within a wider team to support the aims and objectives of the school. The Pastoral Support Officer will be responsible for:

- Managing students across a year group (year group to be agreed with the SLT) and support on matters relating to Attendance, Mental Health, Child Protection, behaviour and Pupil Premium.
- Contributing to raising standards of student attainment by providing a high level of pastoral support that enables students to develop personal excellence
- Supporting teaching staff and to ensure high standards of behaviour and expectations in and out of lessons.
- Working with parents and other outside agencies to ensure a co-ordinated response to the care, guidance and support of students.

Student progress is proven to be consistently high and the college is committed to equipping students with the skills they need to be successful in their future lives. As a successful and ambitious school with just over 600 students there is a strong community feel. Here, everybody is somebody.

To apply for this position please submit an application form and covering letter\* detailing how you meet the requirements of the Person Specification to [Mrs Sosan Javaid](#) by midday on Tuesday 4<sup>th</sup> October 2022

\*internal applicants need only submit a letter of application.

*We reserve the right to interview suitable applicants ahead of the closing date.*

For further information about this vacancy and an application form, please visit The Cam Academy Trust [website](#).

Please note that we do not accept applications by CV

Thank you for your interest in this vacancy.

## Information about Melbourn Village College

Melbourn is a large village situated on the border of Cambridgeshire and Hertfordshire, four miles from Royston and twelve miles from Cambridge.

The College first opened in September 1959, the sixth of Henry Morris's village colleges, from which the worldwide community school movement developed. We are an 11 – 16 community comprehensive school, serving a large area of South Cambridgeshire. Most of the students are drawn from the traditional catchment area, which covers eleven local villages and eight primary schools. Our southern boundary extends to the Hertfordshire border and our northern almost to the city of Cambridge.

Previously a Performing Arts Specialist school, the college became an Academy in October 2011 and joined the Cam Academy Trust in September 2013.

We are currently in a period of development work – a new Astro-turf was opened in December 2021 and there are plans for a new Food & Nutrition classroom and for a new Library. We are also in the process of rolling out iPads to every pupil in the school by September 2023.

## Job Description

### Pastoral Support Officer

**Reports to: Assistant Principal**

**Scale 6, Points 18 – 22 (£25,419 - £27,514 FTE)**

**Hours: 35-37 hours per week term time only**

### Job Purpose

- To support the aims and objectives of the school
- To manage students across a year group (year group to be agreed with the SLT) and support on matters relating to Attendance, Mental Health, Child Protection, behaviour and Pupil Premium.
- To contribute to raising standards of student attainment by providing a high level of pastoral support that enables students to develop personal excellence
- To support teaching staff and to ensure high standards of behaviour and expectations in and out of lessons.
- To work with parents and other outside agencies to ensure a co-ordinated response to the care, guidance and support of students.

### Key Areas of Responsibility include:

#### General:

- To promote the general progress and wellbeing of individual students and of the year group as a whole
- To support assemblies as part of the assembly programme
- To resolve problems experienced by students, liaising with school staff and other agencies as required
- To keep up to date records of all interactions and communicate them to appropriate school staff, maintaining confidentiality, as appropriate
- To help to resolve parental concerns
- Where required, meet parents and complete school paperwork to support students who are experiencing difficulties in school and implement support structures where necessary.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To liaise with the Attendance Officer regarding attendance and punctuality liaising with the Educational Welfare Officer on matters of concern.
- To contribute to the intervention programme as directed by Head of Year e.g. Pupil Premium students
- To support the work of Teachers / Heads of Year and advise subject staff about issues relating to students, including helping to investigate incidents and communicating with parents.
- To be a point of contact, after the Teacher, in relation to pupil behaviour and barriers to learning.
- To be an exemplary leader in dealings with staff, pupils, parents and outside agencies, including attending TAF and other such meetings where appropriate.

### **Student Support**

- To manage, deliver and implement all aspects of pastoral support to students at Melbourn Village College.
- To support students in their learning and encourage positive attitudes and behaviour in and around school.
- To respond to and take steps to resolve relationship issues between students and to record bullying and discriminatory incidents and actions taken e.g use of Go4schools and Prejudice reporting system
- To encourage and develop parental contacts with tutors and others as appropriate.
- To liaise with outside agencies, to include social services, youth services, the police and child protection agencies as necessary.
- To attend case conferences and planning meetings as required, and to provide reports and information for these.
- To liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of pupils.
- To support the college behaviour policy and its rewards and sanctions liaising with Heads of Year, SLT, HoD, Teachers etc.
- To be on-call and be available for pupils throughout the day and particularly during student break and lunch times.
- Be a visible presence around the school
- To be available on Open and Curriculum Information evenings.
- Arrange for work to be set and collected for exclusion and other student absence.
- To work with other Pastoral Support Officers, the safeguarding team and teaching staff to support students in the designated Year group.
- Responding to requests for emergency support in lessons and taking appropriate action to deal with incidents effectively, including follow up interventions.
- Take a pro-active role in the support for students with special needs. Liaison with SENCO to discuss the provision of support for students with special educational and/or emotional needs.
- Liaise with the Head of Year, student services, HOD and SLT regarding the admissions of new students to the school to ensure successful integration.
- Dealing with uniform and associated issues, including contact with parents.

### **Attendance**

- Day to day monitoring of attendance issues, including contact with parents/carers, Attendance Officer and all other associated attendance issues responding to any issues arising.
- Attend meetings with the school Attendance Officer as required regarding the monitoring of attendance and planned strategies for any issues arising. Implementation of planned strategies and participating in home visits when required.

### **Communication**

- To keep the Head of Year and tutors informed of any significant issues that affect individual students
- To liaise closely with Head of Year, tutors, subject teachers and SLT to identify students in need of support and to keep these colleagues informed of students' progress and development.
- Liaison with external support agencies such as Social Services, Trust Education Welfare Officer (not a position anymore), police, etc.
- To work closely with the other Pastoral Support Officers to contribute to the fostering and development of a mutually supportive and pro-active working environment.

- Provide assistance to and cover for other Pastoral Support Officers where necessary and share personal expertise.
- Establish and develop constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, academic and personal development and supporting home to school community links.
- To undertake the completion of Early Help Assessment, forms and act as Lead Professional (where appropriate)

### **Administration**

- Day to day management of year team administration, e.g. dealing with correspondence, making telephone calls and contributing to the organisation of other relevant matters
- Participate in the development, implementation and monitoring of systems relating to attendance and integration, e.g. registration, truancy, pastoral systems, etc

### **The School**

- To contribute towards the maintenance of a safe and healthy working environment
- To assist in the implementation and promotion of school policies and procedures, for example, uniform, attendance, personal development and academic achievement
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example, thus contributing to the overall ethos and aims of the school

### **Professional**

To carry out such other duties and responsibilities as may be agreed with the Principal and any other duties which are within the scope and spirit of the job purpose, the title of the post and its grading. This job description is not a comprehensive definition of the post. It will be reviewed at regular intervals and may be subject to modification or amendment at any time, after consultation.

**Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

## Person Specification

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and Mathematics or equivalent experience.</li> <li>Experience of working in a busy office environment.</li> <li>Experience of working in a school or similar establishment.</li> </ul>	<ul style="list-style-type: none"> <li>Additional courses / qualifications in pastoral role and/or child protection</li> <li>Proven experience in a Pastoral role, supporting children and parents.</li> <li>First Aid qualification or willingness to gain one</li> </ul>	Application form Letter of application References Interviews Certificate/s (at interview)
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with colleagues and students.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>Excellent interpersonal communication skills and the ability to influence, engage and motivate young people.</li> <li>Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> <li>Ability to absorb and understand a wide range of information.</li> <li>Ability to maintain accurate records and filing systems.</li> <li>Ability to deal with confidential data/ issues appropriately, complying with the College/Trust Data Protection Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of SIMS package.</li> <li>Working knowledge of relevant child protection codes of practice, and awareness of relevant legislation.</li> </ul>	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<b>Personal qualities:</b>		
<ul style="list-style-type: none"> <li>• Initiative and ability to prioritise one's own work.</li> <li>• Able to follow direction and work in collaboration with line manager.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Able to attend meetings out of school as required – driving licence.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		Application form Letter of application References Interviews